



# ***SANTA CLARA POLICE DEPARTMENT***

## **PERMITS UNIT**

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### **PEDICAB DRIVER APPLICATION PROCEDURES**

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The following procedures are in effect for pedicab applicants. It shall be the responsibility of all licensed pedicab companies to ensure that they and their drivers observe the following procedures.

#### **NEW DRIVER APPLICATION**

1. Completed application endorsed by the company owner.
2. If applicable, all valid immigration documents.
3. Valid permanent California Drivers License. No paper licenses. No FTA's (failure to appear)
4. Pay a non-refundable application fee. This covers driver's background, permit card, and LiveScan fingerprinting fees. Prints are taken at SCPD.

#### **RENEWALS**

Drivers wishing to renew their permit must submit the following:

1. Completed pedicab application endorsed by the company owner.
2. Non-refundable renewal fee.
3. Business License receipt from the Business Tax Division.
4. Valid California Driver's License, no FTA's.
5. If applicable, all valid immigration documents.

#### **TRANSFERRING DRIVERS**

If a driver changes pedicab companies, a new application must be submitted. Applicants must provide the following with their application:

1. Completed application endorsed by the company owner.
2. If applicable, all valid immigration documents.
3. California Drivers License.
4. Pay I.D. card fee

#### **Permit Hours**

Please contact the Permit Office at **(408) 615-4867** to schedule an appointment.